

MOTION FOR PAYMENT OF UNCLAIMED FUNDS

Unclaimed funds are held by the court for an owner or recipient who is entitled to the money, but who has failed to claim ownership of it. See also [D.N.J. LBR 3011-1](#)

-
-
- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Motions/Applications** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Payment of Unclaimed Funds** from drop down list; click [NEXT]
- STEP 5** Place a check in the box if filing with a joint attorney, to skip this screen click [NEXT]
- STEP 6** Select the party you represent or click [Add/create party]; click [NEXT]
- ☛ *TIP - If you have not previously appeared in the case as the movant's attorney, you will be prompted to create an association by clicking the box on the next screen; click [NEXT] to continue.*
- STEP 7** Click on the hyperlink for the Judge's calendar, determine the next possible hearing date and time; click [BACK]
- STEP 8** Enter the hearing date, time and location in the appropriate fields; click [NEXT]
- STEP 9** Upload the Motion and any attachments, click [NEXT]
- ☛ *TIP - Supporting documents and proposed orders are added to the event as ATTACHMENTS to the motion.*
- STEP 10** Enter the amount of payment requested by the Movant; click [NEXT]
- ☛ *IT IS NOT NECESSARY TO ENTER A DOLLAR SIGN (\$). IT WILL BE INCLUDED IN THE DOCKET TEXT AUTOMATICALLY.*

STEP 11 Confirm case name and number; click [NEXT]

STEP 12 Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

☛ *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use [BACK] button on your browser.*

SAMPLE DOCKET TEXT

Motion for Payment of Unclaimed Funds in the Amount \$ 1234.99 Filed by Michael Kennedy on behalf of National Recovery Services, Inc. Hearing scheduled for 9/10/2002 at 10:00 AM at Courtroom 8, Trenton - MLS. (kennedy, michael)

STEP 13 Notice of Electronic Filing displays